

## QUFA Equity Representative Position Description

2022

The Equity Representative is a member of the QUFA Executive Committee and of QUFA Council. The QUFA Executive Committee is part of a tripartite system of governance of the Association including the Council of Representatives and the Membership of the Association. The composition and duties of the Executive are outlined in Article 9 of the *QUFA Constitution* (the “Constitution”)<sup>i</sup>. The term of office is two years, normally starting on July 1 and ending June 30.

The Executive meets once per month from September to June and more often if there are special matters to consider. Council meets monthly from September to May. The Membership meets twice per year in December and April.

The Constitution also mandates the existence of a number of Standing Committees to advise the Executive and Council including:

- Finance
- Grievance
- Joint Committee to Administer the Agreement (JCAA)
- Nominations & Elections
- Political Action and Communications (PACC)
- Staff Relations

The general responsibilities of these committees are outlined in Article 10 of the Constitution. More details can be found for some in the *Committee Terms of Reference* document posted on the QUFA website<sup>ii</sup>. More information about the JCAA can be found in Article 13 of the Queen’s-QUFA Collective Agreement<sup>iii</sup>.

Information about nominations and elections to Executive positions is in Article 9.2 of the Constitution and in By-Law No. 1 appended to the Constitution. Elections are held at the Spring General Meeting in April. The Equity Representative may not hold concurrent positions on the Executive.

Details about such matters as email motions, expense reimbursement and donations are found in the *QUFA Policies & Protocols* document on the website<sup>iv</sup>. The Equity Representative should pay particular attention to policies for Executive Committee members. This position comes with one unit of release time (see the Release Time Policy in the *QUFA Policies* document).

Your work for the Association may be Service to the University following Article 7.6.4.

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### Primary Responsibilities

1. Attend all QUFA Executive meetings and assist the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution, paying particular attention to and raising concerns about equity issues.
2. Attend all Council meetings, paying particular attention to and raising concerns about equity issues.
3. Attend all General meetings, paying particular attention to and raising concerns about equity issues. Prepare a written report for the Spring General Meeting.
4. Serve as an observer and adviser on the QUFA Nominations Committee (January to April each year).
5. Participate in or chair QUFA ad hoc committees or working groups formed to research or advocate around equity and diversity at Queen's, as interest and time permit. While it is appropriate that the equity representative be included on any equity initiatives, their role may be an advisory one, and the equity representative should not be expected to take the lead on every matter pertaining to equity that arises. Normally, the Equity Representative is a member of one QUFA Standing Committee.
6. To the extent possible, monitor Queen's equity, diversity and inclusion initiatives, training, reports and events and inform the QUFA Executive and Council of matters of interest or concern.

### Secondary Responsibilities

1. Serve as QUFA's delegate to the Ontario Confederation of University Faculty Association's Status of Women and Equity Committee. The Committee meets three times per year either remotely or in Toronto. This position requires reporting in both directions.
2. The Canadian Association of University Teachers has an Equity Committee which may be of interest. Please advise the President and Executive Director if you would like to nominate yourself to serve on this or any other CAUT committee.
3. Attend meetings of the Queen's Senate Educational Equity Committee (SEEC) as an observer (<https://www.queensu.ca/equity/educational-equity/senate-educational-equity-committee-seec>).
4. Liaise with the Queen's Human Rights and Equity Office (HREO) to track matters of concern and interest.

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<sup>i</sup> The QUFA Constitution can be found on the QUFA website: <https://www.qufa.ca/wp-content/uploads/2020/05/QUFA-Constitution-May-2020.pdf>.

<sup>ii</sup> See the QUFA website: <https://qufa.ca/wp-content/uploads/2019/10/QUFA-Committee-Terms-of-Reference-October-2019.pdf>.

<sup>iii</sup> <https://www.qufa.ca/collective-agreement/>

<sup>iv</sup> <https://www.qufa.ca/wp-content/uploads/2021/06/QUFA-Policies-Protocols-June-2021.pdf>.